

STANDING RULES
Revised - February 14, 2016
(November 2011)

1. In order to conduct guild business there must be a quorum as stated in Article VII, Quorum, Section 1 of the By-laws. Board to review membership status yearly and make changes as needed.
2. A name tag will be worn at all meetings. If a name tag is not worn, a fine of 50 cents is collected.
3. Workshops will be announced at meetings and in the newsletter so members have an opportunity to sign up for workshops.
 - a. Payment to be made at time of sign up for workshops. If payment is not received, member will be placed on the waiting list.
 - b. Workshop fees will be refunded in the event of cancellation of the workshop. Workshop fees will be refunded to those members who cancel before the stated deadline, if after the stated deadline, no refund unless members place is filled from the waiting list.
 - c. Workshops not filled by members by a predetermined date will be opened to associate members at the workshop fee plus \$10 and non-members at the workshop fee plus \$20.
 - d. Individuals conducting workshops and programs who are actively engaged in the business of quilting, teaching, and/or lecturing shall be paid.
 - e. Workshops will be cancelled if fewer than ten (10) people are signed up and have paid. All monies will be refunded.
4. The guild shall reimburse gas expenses incurred by the vice-president or her representative, who attend the quarterly meetings of the Northern California Quilt Council.
5. There will be no smoking during business meetings or workshops, nor operation of sewing machines during business meetings.
6. The business meeting in December shall be potluck and program. No workshops in December.
7. Full membership dues are \$35 a year. Associate memberships are \$20. Refer to Article II, Membership, Section 1 and Section 2 in By-laws.
8. Newsletter: Advertising per year shall be available to businesses as follows:

Annual cost:	Full page -\$50.00	One-half page -\$25.00
	One quarter page -\$15.00	Business card -\$10.00
9. Guild members may be allowed to borrow equipment/items belonging to Guild for their own personal use. Members may do so by writing a request for said equipment/items and submitting the request to the Guild president. Request must be submitted prior to the use of said equipment/item.

(Standing rules are changed and passed by the Executive Board then posted for the membership. They do not require a vote from the membership.)